

The McMinn County Board of Commissioners met in Regular Session on December 16, 2024 at 6:00 pm, in the Blue Room of the McMinn County Courthouse.

1. CALL TO ORDER

The meeting was called to order by Chairman Curtis.

2. INVOCATION

The Invocation was given by County Mayor John Gentry.

3. PLEDGE TO THE FLAG

The Pledge to the Flag was led by Commissioner Simpson.

4. ROLL CALL

Roll Call was taken by, McMinn County Clerk Melinda King as recorded:

Chairman Scott Curtis - Present  
Tim King - Present  
Roger Masingale - Present  
Jerry Millsaps – Present  
J. W. McPhail - Present  
Brent Carter -Present  
Tad Simpson - Present  
Charles Slack – Present  
Travis Crisp – Absent  
Scott Cass – Present

5. APPROVAL OF MINUTES

Copies of the Minutes of the Regular Session on December 16, 2024 were provided to the McMinn County Commissioners.

MOTION made by Commissioner King, and seconded by Commissioner Carter, to approve the minutes of December 16, 2024 meeting.

Motion carried by voice vote.

A. A Resolution to Declare Items as Surplus Property.

Mr. Luallen presented resolution #25-001.

6. REVIEW AND APPROVAL OF CONTRACTS

A. A Resolution to Approve State of Tennessee Compensation Plan II -401 (k)- Resolution and Participating Employer Agreement.

Mr. Luallen presented resolution #24-081.

STATE OF TENNESSEE  
DEFERRED COMPENSATION PLAN II

- 401(k) -  
RESOLUTION AND  
PARTICIPATING EMPLOYER AGREEMENT

Page Number 049  
McMinn County Commission  
Minutes - Regular Session  
December 16, 2024

McMinn County Government

Administered by:  
Treasurer, State of Tennessee  
502 Deaderick Street, 15<sup>th</sup> Floor  
Andrew Jackson State Office Building  
Nashville, Tennessee 37243  
Telephone: 615-532-2347

Resolution No. 24-081

WHEREAS, McMinn County Government

(hereinafter referred to as the "Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a 401(a) or 401(k) defined contribution plan, funded by employee deferrals and, if elected pursuant to Section N, Q, or HH of the Participating Employer Agreement, employer contributions;

WHEREAS, Tennessee Code Annotated, Section 8-25-111(a) allows a Tennessee local governmental entity to participate in the State of Tennessee's 401(a)/401(k) defined contribution plan

subject to the approval of the Chair of the Tennessee Consolidated Retirement System (hereinafter referred to as the "Chair");

WHEREAS, the liability for participation and the costs of administration shall be the sole responsibility of the Employer and/or its employees, and not the State of Tennessee;

WHEREAS, the Employer has also determined that it wishes to encourage employees' saving for retirement;

WHEREAS, the Employer has reviewed the State of Tennessee Deferred Compensation Plan II Adoption Agreement for a Section 401(k) Cash or Deferred Arrangement for Governmental Employers, as adopted by the State of Tennessee, as amended and restated effective January 1, 2010, as amended December 21, 2010, and as amended by Amendment Number Two dated January 4, 2012, as well as the Section 401(k) Cash or Deferred Arrangement for Governmental Employer Basic Plan Document (collectively known as the "Plan" or "Plan Document");

WHEREAS, the Employer wishes to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Employer is eligible to become a Participating Employer in the Plan, pursuant to Article XX of the Plan Document;

WHEREAS, the Employer is concurrently executing a Participating Employer Agreement for the Plan; and

WHEREAS, the McMinn County Board of Commissioners ("Governing Authority") of the Employer is authorized by law to adopt this resolution approving the Participating Employer Agreement on behalf of the Employer;

NOW, THEREFORE, the Governing Authority of the Employer hereby resolves:

1. The Employer adopts the Plan Document for its Employees; provided, however, that for the purpose of the Plan, the Employer shall be deemed to have designated irrevocably the Chair as its agent, except as otherwise specifically provided herein or in the Participating Employer Agreement.
2. The Employer acknowledges that the Plan does not cover, and the Trustees of the Plan ("Trustees") have no responsibility for, other employee benefit plans maintained by the Employer.

3. The Employer acknowledges that it may not provide employer contributions to the Plan on behalf of any of its employees that exceed three percent (3%) of the respective employees' salary if the employees are members of the Tennessee Consolidated Retirement System ("TCRS") or of any other retirement program financed from public funds whereby such employees obtain or accrue pensions or retirement benefits based upon the same period of service to the Employer, unless such employees are members of TCRS' local government hybrid plan established under Tennessee Code Annotated, Section 8-35-256 or TCRS' State hybrid plan established under Tennessee Code Annotated, Title 8, Chapter 36, Part 9. If such employees participate in either of those hybrid plans, the total combined amount of employer contributions to the Plan and to any one or more additional defined contribution plans may not exceed seven percent (7%) of the respective employees' salary. In no instance shall the total combined employer contributions to all defined contributions plans on behalf of a single employee exceed the maximum allowed under the Internal Revenue Code ("Code"), and shall conform to all applicable laws, rules and regulations of the Internal Revenue Service ("IRS") governing profit sharing and/or salary reduction plans for governmental employees.
4. The Employer hereby adopts the terms of the Participating Employer Agreement, which is attached hereto and made a part of this resolution. The Participating Employer Agreement (a) permits all employees of the respective entity to make elective deferrals; (b) sets forth the Employees to be covered pursuant to Section N, Q, or HH of the Participating Employer Agreement for employer contributions, if any; (c) outlines the benefits to be provided by the Participating Employer under the Plan; and, (d) states any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participating Employer Agreement, so long as the amendment is not inconsistent with the Plan, the Code, Tennessee law, or other applicable law and is approved by the Chair.
5. The Chair may amend the Plan on behalf of all Employers, including those Employers who have adopted the Plan prior to a restatement or amendment of the Plan, for changes in the Code, the regulations thereunder, Tennessee law, revenue rulings, other statements published by the Internal Revenue Service ("IRS"), including model, sample, or other required good faith amendments, and for other reasons that are deemed at the Chair's sole discretion to be in the interest of the Plan. These amendments shall be automatically applicable to all Employers.

6. The Chair will maintain, or will have maintained a record of the Employers and will make reasonable and diligent efforts to ensure that Employers have received all Plan amendments.
7. The Employer shall abide by the terms of the Plan, including amendments to the Plan and Trust made by the Chair, all investment, administrative, and other service agreements of the Plan, and all applicable provisions of the Code, Tennessee law, and other applicable law.
8. The Employer accepts the administrative services to be provided by the Tennessee Treasury Department and any services provided by Plan vendors. The Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts and/or charged to the Employer.
9. Subject to the provisions of Section 20.06 of the Plan, the Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements pursuant to the Plan, if it takes the following actions:
  - a. A resolution must be adopted by the Governing Authority of the Employer terminating the Employer's participation in the Plan.
  - b. The resolution must specify the proposed date when the participation will end, which must be at least six calendar months after notice to the Chair and the Employer's employees.
  - c. The Chair shall (i) determine whether the resolution complies with the Plan, and all applicable federal and state laws, (ii) determine an appropriate effective date, and (iii) provide appropriate forms to terminate ongoing participation. Distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan Document.
  - d. Once the Chair determines the appropriate effective date, the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof.
  - e. The Chair can, in the Chair's sole discretion, reduce the six month notice and withdrawal period to a shorter period if the Employer so requests, but in no event shall the period be less than three months.
10. The Employer acknowledges that the Plan Document contains provisions for Plan termination by the Trustees, subject to applicable Tennessee law.
11. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, shall  

be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan and subject to the vesting provisions of the Plan. All contributions to the Plan must be timely transferred by the Employer to the Trust Fund pursuant to and in the manner provided by the Chair. The Employer acknowledges that if the Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees, or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
12. The Employer agrees to offer and enroll only those persons, whether appointed, elected, or under contract, wherein an employee-employer relationship is established, providing service to the Employer for which compensation is paid by the Employer.

13. The Employer understands that IRS rules and Tennessee law limit participation in the Plan to governmental entities and their respective employees. The Employer will notify the Chair in writing within ten (10) calendar days if it ceases to be a governmental entity under applicable federal or Tennessee law, and/or if it discovers that it is transferring or having transferred employee deferrals and/or employer contributions to the Plan on behalf of an individual who does not meet the requirements in Paragraph 12 above.
14. The Employer acknowledges that the Chair and other Trustees are the fiduciaries of the Plan and have sole and exclusive authority to interpret the Plan and decide all claims and appeals for Plan benefits. The Employer agrees to abide by the Chair's decisions on all matters involving the Plan.
15. This resolution and the Participating Employer Agreement shall be submitted to the Chair for approval. The Chair shall determine whether the resolution and the Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement participation in the Plan. The Chair may refuse to approve a Participating Employer Agreement executed by an Employer that, in the Chair's sole discretion, does not qualify to participate in the Plan.
16. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Participating Employer Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Governing Authority on December 16, 2024, in accordance with applicable law.

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

[Governing Authority must assure that applicable law is followed in the adoption and execution of this resolution.]

(Orig signed by John M. Gentry)

McMinn County Mayor

Attest:

(Orig signed by Melinda King)

County Clerk

MOTION made by Commissioner King, and seconded by Commissioner Simpson, to approve this resolution.

Motion carried by voice vote.

B. A Resolution to Approve the Contract Between McMinn County and State of Tennessee Department of Health.

Mr. Luallen presented resolution #24-082 along with a copy of the agreement.

RESOLUTION NO. 24-082

A RESOLUTION TO APPROVE THE CONTRACT BETWEEN MCMINN COUNTY AND STATE OF TENNESSEE DEPARTMENT OF HEALTH

WHEREAS, it is the conviction of McMinn County that every individual in the County has good health care readily available; and

WHEREAS, in order to properly perform the duties of county government as prescribed by law, it is often in McMinn County's interest to enter into contracts with other entities; and

WHEREAS, McMinn County has previously entered into a contract with the State of Tennessee Department of Health to protect and improve the physical health of the county citizens through the prevention of conditions that may threaten good health; and

WHEREAS, the total appropriation for which the County shall be billed is \$68,500 and

WHEREAS, the McMinn County Health Department does provide these services and both parties do hereby agree to these provisions in the contract for FY 2024-2025.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>th</sup> DAY OF DECEMBER 2024, that this Commission does hereby approve this contract.

AND FURTHERMORE, resolves to give authority to the County Mayor or his designee to execute and administer the duties of said contract.

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John M. Gentry  
McMinn County Mayor

Attest:

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Melinda King, County Clerk

MOTION made by Commissioner McPhail, and seconded by Commissioner Cass, to approve this resolution.

Motion carried by voice vote.

C. A Resolution to Approve the Write-off of Returned Checks in the County Clerk's Office.

Mr. Luallen presented resolution #24-083

**RESOLUTION NO. 24-083**

**A RESOLUTION TO APPROVE THE WRITE-OFF OF RETURNED CHECKS IN THE COUNTY CLERK'S OFFICE**

WHEREAS, the process for handling returned checks in the McMinn County Clerk's Office is as follows:

- o As soon as the returned check is made available on-line, the Bookkeeper calls the customer to make them aware that the check has been returned. The customer is given until the end of the business day to pay the amount owed as to not have to pay a fee.
- o If the customer has not responded within a couple of days, a certified letter is mailed with acknowledgment of the returned check. They are given 10 days from the receipt of the letter to come into the office to make their payment, along with the service fee. o If no contact is made in a couple of weeks, the Bookkeeper will file a warrant with Circuit Court.

WHEREAS, there are 6 returned checks from as far back as 2018 and as recent as 2022 currently on our books totaling \$678.75.

WHEREAS, the County Clerk requests that the Bookkeeper be allowed to write off this amount to be cleared from the books, and be able to write off future returned checks after the adequate process to collect has been followed.

NOW BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE MEETING IN REGULAR SESSION ON THIS 16<sup>TH</sup> DAY OF DECEMBER 2024, THAT THIS COMMISSION DOES HEREBY APPROVE THE REQUEST OF MELINDA KING - COUNTY CLERK.

(Orig signed by John M. Gentry)  
 McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
 County Clerk

MOTION made by Commissioner Cass, and seconded by Commissioner Crisp to approve this resolution.

Mr. Luallen presented a resolution submitted by Property Assessor Keith Price to Approve the Second Phase for Revaluation Pictometry Imagery. Mr. Price gave an update on Phase I. After much discussion Commissioner Crisp made motion to table this resolution until a report showing how many properties have been added since the last fly over is brought before the commission, Commissioner King seconded the motion.

**7. APPROVAL OF BUDGET AMENDMENTS**

Mr. Luallen presented the following budget amendments, a copy of which was provided to each Commissioner.

| Fund: #General Fund #101 |                         |       | Date: 12/12/2024 |        |
|--------------------------|-------------------------|-------|------------------|--------|
| DEPARTMENT               | ACCOUNT                 | FOLIO | DEBIT            | CREDIT |
| RESERVE                  | Unassigned Fund Balance | 39000 | 60,495.00        |        |

|  |                           |                 |           |           |
|--|---------------------------|-----------------|-----------|-----------|
| Civil Defense  | Other Contracted Services | 54410-399       |           | 60,495.00 |
| Explanation: To budget funds necessary for additional duties related to NCIC services provided by McMinn County Emergency Communications District. Commission Approved 11/4/2024 |                           |                 |           |           |
| State of Tennessee   | Other State Grants        | 46980-TCIEG     | 13,563.00 |           |
| Jail   | Law Enforcement Supplies  | 54210-431-TCIEG |           | 13,563.00 |
| Explanation: To budget revenue and expenditures related to State of Tennessee Corrections Institute Training Equipment Grant. Commission Approved 11/4/2024.                     |                           |                 |           |           |

MOTION made by Commissioner King and seconded by Commissioner Simpson to approve these budget amendments.

- Chairman Scott Curtis – Aye
- Tim King - Aye
- Roger Masingale - Aye
- Brent Carter - Aye
- J. W. McPhail – Aye
- Jerry Millsaps - Aye
- Tad Simpson - Aye
- Charles Slack – Aye
- Travis Crisp - Aye
- Scott Cass – Aye

Motion carried by roll call vote, as recorded:

Mr. Luallen presented the following budget amendments, a copy of which was provided to each Commissioner. These did have School Board approval.

|  |                                 |                 |                  |           |
|--|---------------------------------|-----------------|------------------|-----------|
| Funds:141 General Purpose School   |                                 |                 | Date: 10/28/2024 |           |
| Other Local Revenues   | Early Childhood Education       | 46515-SSEPG     | 72,815.63        |           |
| Special Education Program  | Teachers                        | 71200-116-SSEPG |                  | 47,069.00 |
| Special Education Program  | Social Security                 | 71200-201-SSEPG |                  | 2,918.28  |
| Special Education Program  | State Retirement                | 71200-204-SSEPG |                  | 2,353.45  |
| Special Education Program  | Life Insurance                  | 71200-206-SSEPG |                  | 108.00    |
| Special Education Program  | Medical Insurance               | 71200-207-SSEPG |                  | 8,856.00  |
| Special Education Program  | Employer Medicare               | 71200-212-SSEPG |                  | 682.50    |
| Special Education Program  | Retirement-Hybrid Stabilization | 71200-217-SSEPG |                  | 1,882.76  |
| Special Education Program  | Other Supplies & Materials      | 71200-499-SSEPG |                  | 2,000.00  |
| Special Education Program  | Other Contracted Services       | 72220-399-SSEPG |                  | 6,945.64  |
| Explanation: To enter current budget for the State Special Education Preschool Grant for FY 2024-2025. |                                 |                 |                  |           |

|   |                                 |              |                  |           |
|---|---------------------------------|--------------|------------------|-----------|
| FUND: General Purpose School Fund # 141:  |                                 |              | DATE: 11/01/2024 |           |
| DEPARTMENT  | ACCOUNT                         | FOLIO        | DEBIT            | CREDIT    |
| Revenue   | Unassigned Fund Balance         | 39000        | 6,224.00         |           |
| Operation of Plant  | Building and Contents Insurance | 72610-502    |                  | 6,224.00  |
| Explanation: To move funds from unassigned fund balance to Building and Contents Insurance for additional premiums in FY 24-25. |                                 |              |                  |           |
| Revenue   | Unassigned Fund Balance         | 39000        | 43,500.00        |           |
| Technology  | Maintenance and Repair Serv.    | 72250-336    |                  | 43,500.00 |
| Explanation: To move funds from Unassigned Fund balance to Technology for cyber security monitoring in FY 24-25.                |                                 |              |                  |           |
| Revenue   | Unassigned Fund Balance         | 39000        | 60,476.50        |           |
| Regular Education Program   | Regular Instruction Equip.      | 71100-722MVP |                  | 47,908.50 |
| Regular Education Support Program   | Other Charges                   | 71100-599MVP |                  | 11,968.00 |
| Regular Education Program   | Staff Development               | 7110-524-MVP |                  | 600.00    |



|  |                                    |           |                  |            |
|--|------------------------------------|-----------|------------------|------------|
| Explanation: To enter funds from Unassigned Fund Balance to establish a budget for McMinn Virtual Program in FY 24-25. This covers 40 MacBook Air with AppleCare, 30 iPads with AppleCare, 1 Semester for 8 Full Time Students, and Administrators training. |                                    |           |                  |            |
| Fund: General Purpose School Fund # 141  |                                    |           | Date: 11/25/2024 |            |
| DEPARTMENT   | ACCOUNT                            | FOLIO     | DEBIT            | CREDIT     |
| Community Services   | Instructional Supplies & Materials | 73300-429 | 1,500.00         |            |
| Community Services   | Other Charges                      | 73300-599 |                  | 1,500.00   |
| Explanation: To amend the budget for the 21 <sup>st</sup> CCLC Cohort 2024 Grant for FY 24-25.   |                                    |           |                  |            |
| Fund: General Purpose School Fund # 141, Innovated School Models (ISM) # 955   |                                    |           | Date: 11/25/2024 |            |
| Vocational Education Program   | Instructional Supplies & Materials | 71300-429 | 25,001.00        |            |
| Vocational Education Program   | Vocational Instruction Equipment   | 71300-730 | 47,003.00        |            |
| Regular Capital Outlay   | Building Improvements              | 76100-304 | 48,000.00        |            |
| Regular Capital Outlay   |                                    | 76100-707 |                  | 120,004.00 |
| Explanation: To amend the budget for the Innovated School Models (ISM) Grant for FY 24-25.   |                                    |           |                  |            |
| Fund: General Purpose School Fund # 141, Innovated School Models (ISM) # 955   |                                    |           | Date: 12/10/2024 |            |
| Regular Instruction Program  | Regular Instruction Equipment      | 71100-722 | 8,000.00         |            |
| Vocational Education Program   | Instructional Supplies & Materials | 71300-429 | 22,000.00        |            |
| Vocational Education Program   | Vocational Instruction Equipment   | 71300-730 | 30,000.00        |            |
| Regular Capital Outlay   | Building Improvements              | 76100-707 |                  | 60,000.00  |
| Explanation: To amend the budget for the Innovated School Models (ISM) Grant for FY 24-25.   |                                    |           |                  |            |

MOTION made by Commissioner Millsaps and seconded by Commissioner King to approve these budget amendments.

- Chairman Scott Curtis – Aye
- Tim King - Aye
- Roger Masingale - Aye
- Brent Carter - Aye
- J. W. McPhail – Aye
- Jerry Millsaps - Aye
- Tad Simpson - Aye
- Charles Slack – Aye
- Travis Crisp - Aye
- Scott Cass – Aye

Motion carried by roll call vote, as recorded:

8. TOURISM UPDATE—BRIANNA BAKER

Ms. Baker gave a brief update on local tourism. She said that all the Cities have put funds toward the tourism efforts they are doing which totals \$96,000 this year. She also said they are working on their branding which should be completed by the end of the month. Ms. Baker told the commissioners she sent them an email with a brief survey answering questions what you think best represents McMinn County. She said once the branding is complete, they should be able to make some brochures and visitors guides to distribute across the state and further out. They are working on their tourism website which should be complete by the end of May. Ms. Baker said the Economic Development received a \$40,000 from the 3 Star program for the Website.

Ms. Baker said they also received the Tennessee Department of Tourism Development Marketing Grant which is a 50/50 matching grant of \$5,000 which is for photography and videography for the website.

Ms. Baker said they have listed their Calander of Events which will go on the tourism website but is currently housed on the EDA website which has all their special events, festivals, and other happenings in the county.

Ms. Baker said that Discover McMinn is their temporary social media page. She said they have done a couple campaigns since they started this. She said in the fall they ran a Spooky Things to do in McMinn

County. She also said they did advertise for other holidays going on around McMinn County. She said the campaign for the Calhoun Christmas in the Park was a big success. She said they typically give out 200 gifts to the children but this year they handed out 400.

Ms. Baker said they are tracking attendance in different events to kind of compare from last year to this year moving forward. She said a couple of area's she thought was significant is the Calhoun Boat Ramp which has just received some funding to improve that area. She said the development district helped them get the number on visitors which was 9,000 visitors in the last year. Bicentennial Park had over 5,000 in the last year. Athens Eureka Trail had over 21,000 visitors in the last year.

Ms. Baker said they are still trying to figure out some more areas to track to get some numbers and are working with the Development district and moving forward with that.

#### 9. JUVINILE SERVICES ANNUAL UPDATE—MELISSA HUGHES

Melissa Hughes Director of Youth Affairs handed out copies of the annual report (a copy is on file in her office) which she went over various items.

#### 10. COMMENTS FROM THE AUDIENCE

A concerned citizen Ronald (no last name given) from County Road 602 in Athens told the commission that he and his wife like to take walks on their road but have problems with loose dogs and wanted to know what they can do about it. Mayor Genty and Commissioner Millsaps ask if they had contacted the property owners, he said he has not. Sheriff Joe Guy was present at the meeting. He informed the citizen what to do.

#### 11. RESOLUTIONS

##### A. A Resolution to Amend the Mobile Home Park and Travel Trailer Park Regulations.

Mr. Gentry presented resolution # 24-084. This resolution did have recommendation from the planning committee.

Resolution No. 24-084

MCMINN COUNTY  
RESOLUTION TO AMEND THE  
MOBILE HOME PARK AND TRAVEL TRAILER PARK REGULATIONS

WHEREAS, revised regulations are needed to guide the development of mobile home parks and travel trailer parks within the unincorporated areas of McMinn County; and,

WHEREAS, Tennessee Code Annotated, Title 13, Chapter 7, §§ 13-7-101 through 13-7-410, allows for the regulation of mobile home parks and travel trailer parks; and,

WHEREAS, the McMinn County Regional Planning Commission has prepared an amendment for the McMinn County Commission.

NOW THEREFORE, BE IT RESOLVED by the McMinn County Commission that the Mobile Home Park and Travel Trailer Park Regulations for McMinn County be amended as described herein:

Section 1      Section 5.01 – Requirements that are the same as for Mobile Home Parks is amended to remove number 8 regarding Large Travel Trailer Parks.

Section 5.01 - Requirements that are the same as for Mobile Home Parks. Many of the procedures and requirements for travel trailer parks are the same as for mobile home parks. The developer of a travel trailer park must follow the requirements of the following sections in Article 2 and 3 after changing the words mobile home or mobile home park to read travel trailer or travel trailer park:

- 1) Preapplication review (See Article 2, Sect. 2.1)
- 2) Application (See Article 2, Sect. 2.2)

- 3) Permit Fee (See Article 2, Sect. 2.4)
- 4) Site Requirements (See Article 3, Sect. 3.1)
- 5) Parking & Buffer Area (See Article 3, Sect. 3.7)
- 6) Water Supply (See Article 3, Sect. 3.8)
- 7) Solid Waste Disposal (See Article 3, Sect. 3.10)
- 8) Large Travel Trailer Parks (See Article 3, Sect. 3.14)

Section 2 Section 5.06 is added to regulate Large Travel Trailer Parks more specifically. This new section shall read as follows:

Section 5.06 - Large Travel Trailer Parks. In travel trailer parks of over twenty-five (25) sites, the following will be required:

1. Public water including fire hydrants as regulated in Section 3.08 or as required by the water utility district; and
2. Interior roads within parks of this size shall be installed and built to the following specifications:

Right-of-Way – 50 feet  
 Pavement Width – 20 feet

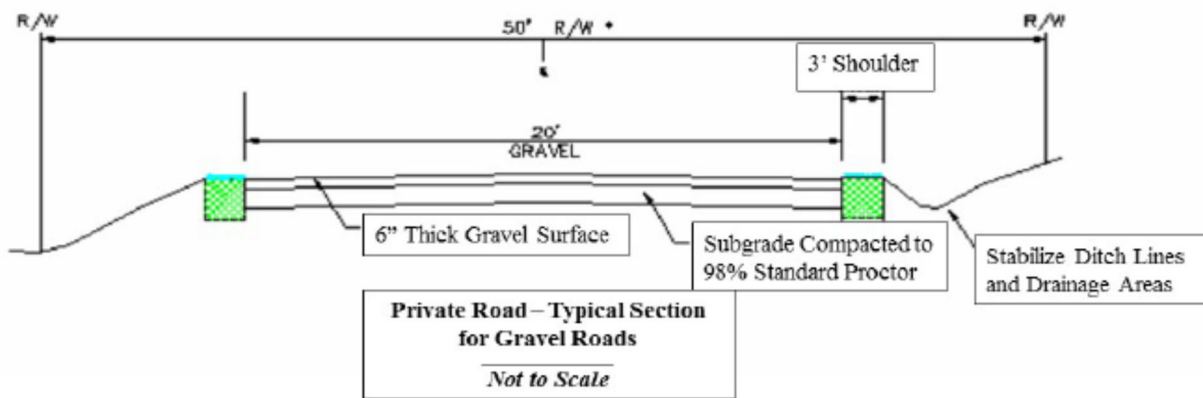
Road base consisted of at least six (6”) inches of compacted pug material  
 Chip sealing of the road is allowable.

Adequate storm water drainage shall be included as specified in Section 10.07 of the McMinn County Subdivision Regulations.

The Planning Commission and/or Commissioner of Highways may require engineering or design plans to ensure the road is built to the appropriate standards and that adequate storm water drainage is provided.

The gravel road base shall be laid out and have been inspected by the McMinn County Highway Department prior to receiving approval of a site plan by the McMinn County Regional Planning Commission.

**Gravel Road Typical Profile**



\_\_\_\_\_  
 APPROVED BY  
 MCMINN COUNTY REGIONAL PLANNING COMMISSION

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPROVED BY  
 MCMINN COUNTY COMMISSION

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 ATTEST  
 COUNTY CLERK

\_\_\_\_\_  
 DATE

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Millsaps, and seconded by Commissioner Crisp to approve this resolution.

Motion carried by voice vote

B. A Resolution to Approve the Contract Between McMinn County and the State of Tennessee Department of the Military and Tennessee Emergency Management Agency, for a Homeland Security Grant.

Mr. Gentry presented resolution # 24-085 along with a copy of the grant application.

RESOLUTION NO. 24-085

A RESOLUTION TO APPROVE THE CONTRACT BETWEEN McMINN COUNTY AND  
THE STATE OF TENNESSEE DEPARTMENT OF THE MILITARY AND  
TENNESSEE EMERGENCY MANAGEMENT AGENCY,  
FOR A HOMELAND SECURITY GRANT

WHEREAS, in order to properly perform the duties of county government as prescribed by law, it is often in McMinn County's interest to enter into contracts with other entities; and

WHEREAS, McMinn County desires to enter into contract with Tennessee Emergency Management Agency to acquire \$27,336.00 in grant funding applicable to the maintenance of 800/700Mhz radios as well as to sustain hazmat and law enforcement Perimeter Team equipment; and

WHEREAS, this grant is 100% funding with no match by McMinn County.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>TH</sup> DAY OF DECEMBER 2024 that this Commission does hereby agree to enter into contract with Tennessee Emergency Management Agency to receive grant funding of \$27,336.00, the public welfare requiring it, AND FURTHERMORE RESOLVES to grant authority to the County Mayor or his designee to carry out the duties of said contract.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Slack, and seconded by Commissioner Simpson to approve this resolution.

Motion carried by voice vote

12. ELECTIONS, APPOINTMENTS AND CONFIRMATIONS

A. A Resolution to Confirm the Appointment of Tim Womac to the McMinn County Library Board.

Mr. Gentry presented resolution # 24-086.

RESOLUTION NO. 24-086

A RESOLUTION TO CONFIRM THE APPOINTMENT OF  
TIM WOMAC TO THE McMINN COUNTY LIBRARY BOARD

WHEREAS, E.G. Fisher Library has a board of directors which provides guidance and oversight to the library's operation and services; and

WHEREAS, state law grants authority to the County Mayor to appoint members to the McMinn County Library Board upon confirmation by the county legislative body; and

WHEREAS, John M. Gentry as McMinn County Mayor, offers for appointment, Tim Womac, to serve as a member of the McMinn County Library Board for a term of three years to expire June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION ON THIS 16<sup>th</sup> DAY OF DECEMBER 2024, that this commission does hereby confirm this appointment.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Millsaps, and seconded by Commissioner Cass, to approve this resolution.

Motion carried by voice vote.

B. A Resolution to Confirm the Appointment of Kay Harper to the McMinn County Library Board.

Mr. Gentry presented resolution # 24-087.

RESOLUTION NO. 24-087

A RESOLUTION TO CONFIRM THE APPOINTMENT OF  
KAY HARPER TO THE McMINN COUNTY LIBRARY BOARD

WHEREAS, E.G. Fisher Library has a board of directors which provides guidance and oversight to the library's operation and services; and

WHEREAS, state law grants authority to the County Mayor to appoint members to the McMinn County Library Board upon confirmation by the county legislative body; and

WHEREAS, John M. Gentry as McMinn County Mayor, offers for appointment, Kay Harper, to serve as a member of the McMinn County Library Board for a term of 3 years to expire June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF McMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION ON THIS 16<sup>th</sup> DAY OF DECEMBER 2024, that this commission does hereby confirm this appointment.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Cass, and seconded by Commissioner Slack, to approve this resolution.

Motion carried by voice vote.

C. A Resolution to Confirm the Appointment of Blake McCaslin to the Woods Hospital Foundation Board.

Mr. Gentry presented resolution # 24-088.

RESOLUTION NO. 24-088

A RESOLUTION TO CONFIRM THE APPOINTMENT OF BLAKE McCASLIN TO THE WOODS HOSPITAL FOUNDATION BOARD

WHEREAS, the excess proceeds plan, that resulted from the sale of Woods Memorial Hospital District, created a foundation to oversee the proceeds realized from the sale of the hospital district; and

WHEREAS, the excess proceeds plan calls for the Etowah Chamber of Commerce to make two nominations to the foundation board, one from the Etowah zip code and one from the Englewood zip code; and

WHEREAS, Blake McCaslin was selected to serve as the representative from the Englewood zip code area; and

WHEREAS, each appointment to the Woods Hospital Foundation Board is subject to confirmation by the full McMinn County Commission for a six year term; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>th</sup> DAY OF DECEMBER 2024, that this Commission does hereby confirm the appointment of Blake McCaslin to the Woods Hospital Foundation Board.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Masingale, and seconded by Commissioner Slack, to approve this resolution.

Motion carried by voice vote.

D. A Resolution to Confirm the Appointment of Shelby Roberts to the Woods Memorial Hospital Foundation Board.

Mr. Gentry presented resolution # 24-089.

RESOLUTION NO. 24-089

A RESOLUTION TO CONFIRM THE APPOINTMENT OF SHELBY ROBERTS TO THE WOODS MEMORIAL HOSPITAL FOUNDATION BOARD

WHEREAS, the excess proceeds plan, that resulted from the sale of Woods Memorial Hospital District, created a foundation to oversee the proceeds realized from the sale of the hospital district; and

WHEREAS, the excess proceeds plan calls for the Woods Memorial Foundation Board to make three nominations to the foundation board; and

WHEREAS, members of the board selected Shelby Roberts for nomination; and

WHEREAS, each appointment to the Woods Hospital Foundation Board is subject to confirmation by the full McMinn County Commission for a six year term; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>th</sup> DAY OF DECEMBER 2024, that this Commission does hereby confirm the appointment of Shelby Roberts to the Woods Hospital Foundation Board.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Millsaps, and seconded by Commissioner McPhail, to approve this resolution.

Motion carried by voice vote.

- E. A Resolution to Confirm the Athens Area Chamber of Commerce Appointment of Brani Sewell and Julie Simbeck to the Woods Memorial Hospital Foundation Board.

Mr. Gentry presented resolution # 24-090.

RESOLUTION NO. 090

A RESOLUTION TO CONFIRM THE ATHENS AREA CHAMBER OF COMMERCE APPOINTMENTS OF BRADI SEWELL AND JULIE SIMBECK TO THE WOODS MEMORIAL HOSPITAL FOUNDATION BOARD

WHEREAS, the excess proceeds plan, that resulted from the sale of Woods Memorial Hospital District, created a foundation to oversee the proceeds realized from the sale of the hospital district; and

WHEREAS, the excess proceeds plan calls for the Athens Area of Commerce to make two nominations to the foundation board; and

WHEREAS, the Athens Area Chamber of Commerce has nominated Bradi Sewell and Julie Simbeck to serve as their representatives on the Woods Foundation Board; and

WHEREAS, each appointment to the Woods Hospital Foundation Board is subject to confirmation by the full McMinn County Commission for a six year term; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>th</sup> DAY OF DECEMBER 2024, that this Commission does hereby confirm the appointment of Bradi Sewell and Julie Simbeck to the Woods Hospital Foundation Board.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Cass, and seconded by Commissioner Crisp, to approve this resolution.

Motion carried by voice vote.

F. A Resolution to Confirm the Re-Appointment of Frank Clark to the Woods Memorial Hospital Foundation Board.

Mr. Gentry presented resolution # 24-091.

RESOLUTION NO. 24-091

A RESOLUTION TO CONFIRM THE REAPPOINTMENT OF FRANK CLARK TO THE WOODS MEMORIAL HOSPITAL FOUNDATION BOARD

WHEREAS, the excess proceeds plan, that resulted from the sale of Woods Memorial Hospital District, created a foundation to oversee the proceeds realized from the sale of the hospital district; and

WHEREAS, the excess proceeds plan calls for the Woods Memorial Foundation Board to make three nominations to the foundation board; and

WHEREAS, Frank Clark currently serves as a board member representing the Etowah Chamber of Commerce; and

WHEREAS, Frank Clark has been requested to serve as a member of the board as one of the three Foundation Member Representatives due to Mr. Clark no longer serving as the Etowah Chamber of Commerce Director; and

WHEREAS, this appointment is subject to confirmation by the full McMinn County Commission for the remainder of his initial a six year term which began in September 2022; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MCMINN COUNTY, TENNESSEE, MEETING IN REGULAR SESSION THIS THE 16<sup>th</sup> DAY OF DECEMBER 2024, that this Commission does hereby confirm the appointment of Frank Clark to the Woods Hospital Foundation Board.

(Orig signed by John M. Gentry)  
McMinn County Mayor

Attest:

(Orig signed by Melinda King)  
County Clerk

MOTION made by Commissioner Crisp, and seconded by Commissioner Slack, to approve this resolution.

Motion carried by voice vote.

13. REPORTS FROM COMMITTEES, COUNTY OFFICIALS, COMMENTS FROM COMMISSIONERS

Commissioner Carter—Ag Committee met on December 2<sup>nd</sup> after eating they gave their yearly report.

Chairman Curtis—Wished everyone a Merry Christmas and Happy New Year.

Commissioner McPhail—Solid Waste Committee met with the engineer and got some modifications and changes that are going to need to be looked at and will be hearing from the engineer and county mayor about this matter later. Also, Merry Christmas and Happy New Year.



14. COMMENTS FROM THE COUNTY MAYOR

Mayor Gentry said this being the last meeting of the year and seems like a lot of planning, getting grants approved and getting those things ready for preparation for what is coming up. He said seems like 2024 is kind of preparation and the year 2025 the year for action. He said they have been working on bids for the airport. He said the hangers will be built in 2025.

Mayor Gentry said the Health Department met in November talking about the Health Department and looking at a bid in early February.

Mayor Gentry said he met with Bicentennial Park engineers last week and said that bid package should go out 1<sup>st</sup> of January of February. They are waiting on final approval and will go before the Recreation Committee for final blessing on that bid package.

Mayor Gentry said they have been working in house on the Show Barn and Expo Center improvements getting price list and maybe opportunity for an Ag Grant. He said Commissioner Crisp came by and they have been working different avenues on how to improve the show barn and get more use out of it for agriculture community and youth that have been wanting to do more showings out there and at the same time tie into the expo center. He said they are putting some options together for the commissioners to consider making improvements to those two facilities. Mr. Gentry said this would help with tourism.

Mayor Gentry said they are looking at February 28, 2025 for the Planning Session. He said our planning session has become quite popular as a lot of counties and cities in the district are vying to do the same thing. He said they are looking to have the planning session at the Higher Education Center.

Mayor Gentry told the commissioners and everyone they are invited to Title VI luncheon on Friday which is also Christmas lunch.

15. APPROVAL OF NOTARY APPLICATIONS

Notaries to be elected December 16, 2024

|                     |                    |
|---------------------|--------------------|
| KRISTA DAVIS        | NANCY MILLER-SCOTT |
| KEVIN NEIL HAMMOND  | JAMES DAVID RAMSAY |
| LEANN HAMMONDS      | CRYSTAL D RIDEN    |
| CASSANDRA L HAREN   | CHANNA SHADDEN     |
| JERRI D HILL        | ROCKY JACK SNIDER  |
| DIANE MARIE HUTSELL | BRETT A YIELDING   |
| SUSAN G LANE        | ELISA MARTIN       |

MOTION made by Commissioner McPhail, and seconded by Commissioner Simpson, to approve these notary applications.

Motion carried by voice vote.

16. ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THE COMMISSION

There being no other business, Chairman Curtis declared the Commission meeting adjourned at 7:00 pm.

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MELINDA KING  
McMinn County Clerk

Attest:

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Deputy Clerk (date)